

# Interviewing: Getting Beyond the Image

This video presentation is designed to help you understand the process of interviewing and selecting employees by using behavioral interviewing. Use this outline for a note-taking guide.

## **Preparing for the Interview**

- Review the current position description
- Review the resume/application
- Develop questions

## **Interview Format**

- Introduction
- Rapport-building questions
- Interview questions
  - Informational questions
  - Behavioral-based questions
  - Situational questions
- Applicant questions
- Interview close
- Check references

## **Team or Panel Interviewing**

- List questions, the order in which they are to be asked, and by whom before the interview
- Ensure each panel member understands the job and job requirements
- Provide each interviewer with a rating guide prior to the session
- Complete evaluations independently then discuss opinions among the panel